



Carlsbad Chamber of Commerce

Terms for Club Creation

**CLUB FEE (one time): \$150.00*

I. Oversight of Clubs: COCO

The creation, monitoring, and oversight of clubs should fall under the Commission Overseeing Committee Operations (COCO). COCO is responsible for:

- Collecting applications for clubs
- Reviewing club applications
- Presenting club applications to the Board for Approval
- Correspondence of approval and terms for club operation to club leaders
- Overseeing clubs and their adherence to club guidelines
- Bringing requests from clubs to the Board for Approval
- Overseeing the process for dissolving clubs
- Correspondence to clubs regarding important updates and other relevant club information to club members and their directors
- Forwarding all appropriate club information to the relevant entities
- Handling all matters pertaining to clubs with respect to the Board

II. Formation, Operation & Dissolution of a Club

A. Creating a Club

In order for a club to be formed at the Carlsbad Chamber the following must be met:

1. Each club must submit an application for approval to be considered a club in the Carlsbad Chamber of Commerce
2. Each club must consist of a Director and Co Director for the club, and both must be active Chamber members
3. Each club must have a name, a mission and vision statement, written values along with goals and a purpose, which will be known as its charter
4. Each club must submit a set of basic guidelines for its club regarding membership, activities, meeting times and schedules, and rules for its charter
5. Aside from the club leadership, there must be at least 5 additional chamber members who agree to be members of the club and the club must maintain at least 5 members throughout the year to be considered active
6. Clubs can be of almost any type, excluding political clubs. The Chamber reserves the right to reject any club at its discretion.
7. Clubs must meet at least 4 times during the year to be considered active

B. Operating a Club

1. Clubs must operate according to the Club Charter submitted with their application
2. Clubs must submit attendance records and meeting overview for each meeting
3. If a club wishes to organize a special event, it must get approval from the Chamber and communicate all steps in the process before, during, and after the event
4. Clubs cannot collect dues from their members, but if it needs to collect fees for an activity or other purpose, this must be approved and coordinated with the Chamber
5. Clubs that fail to adhere to the terms and conditions of their operation may be dissolved by the Carlsbad Chamber at its sole discretion
6. While clubs are not endorsed by the Chamber, members will be on their best behavior as they represent the Chamber in all that they do
7. At least 5 chamber members must be participating in the club all year long to be considered active
8. Certain activities performed by the club must be approved by the Carlsbad Chamber
9. Any and all transactional activities must be approved by the Chamber and made available for audit at all times
10. Clubs must maintain active and up to date records of members, meetings, activities and events within their club and make those available to the Carlsbad Chamber
11. Clubs must use the appropriate systems as set forth and outlined by the Carlsbad Chamber of Commerce unless otherwise noted
12. Clubs are not funded by the Carlsbad Chamber but a club may organize fundraising activities approved and overseen by the Carlsbad Chamber

C. Officer Terms

The director and co-director will remain in their respective positions throughout the existence of the club unless:

- (1) A director or co-director becomes inactive in the Chamber
- (2) A director or co-director decides to leave their position
- (3) A director or co-director is removed from their post by the Carlsbad Chamber

Should none of the aforementioned occur, a new director and or co-director may take over by challenging any of the current members after two years. A vote will be taken among the members of the committee to select the new leaders. There must be at least 5 active members to vote on a new position. Where 5 members are not available, the Chamber Board will weigh in on the respective positions. A notice of open positions must be sent out to the members of the club should a position open up. A vote will be held no earlier than 21 days out if more than one individual wishes to assume a leadership position within the club.

D. Dissolving a Club

Only a Director or the Carlsbad Chamber may file for dissolution of a club. If a leader decides to dissolve a club against the wishes of its members, a new club of the same name may be formed with the new leadership and the current membership of the former club may be transferred over. An application for dissolution must be completed and submitted before the club can be formally dissolved. The Chamber may also decide to reject the club's dissolution at its discretion, should another member wish to take over the club or for other reasons aligned with Chamber's goals.

III. Terms & Conditions for Club Operations

Thank you for deciding to form a club at the Carlsbad Chamber of Commerce. Before embarking on your journey, you must read, understand and agree to the following terms and conditions:

1. Clubs are an optional offering from the Carlsbad Chamber of Commerce regulated by the Commission Overseeing Committee Operations
2. While clubs are started by members, they are not owned by members. Members can join and leave the club at any time. Should the founder of the club become an inactive member of the Chamber, or decide they do not wish to continue in the club, the Chamber may bring in someone else to run or oversee the club. Clubs are considered a Chamber asset and all materials, concepts, and activities are considered property of the Chamber and its members
3. All applications must be approved by the Carlsbad Chamber Board. Application statuses are updated on the 2nd Wednesday of the month at 5:00pm. We may reach out to you for additional information. To ensure your application can be approved in the appropriate time frame, please ensure everything in your application is fully complete. If you have any questions, send an email to coco@carlsbadchamber.org.
4. All directors and co-directors must be approved by the Carlsbad Chamber
5. While the Carlsbad Chamber of Commerce regulates clubs, they are not endorsed by the Carlsbad Chamber of Commerce. The creation of a club is not an endorsement by the Chamber, nor should it be viewed as such or spoken as such in a public setting. Clubs do not reserve the right to advertise themselves as Chamber-endorsed clubs.
6. All clubs must be open to all chamber members unless an individual's main purpose is to disrupt the club and its overall functioning (ie - a vegan joining the I Love Hamburgers Club just to make waves inside that club)
7. Clubs need a director and co-director, along with 5 members to begin and all must be active Chamber members
8. Being a member of a club at the Carlsbad Chamber does not make any individual a member of the Carlsbad Chamber or entitles them to Carlsbad Chamber benefits
9. Carlsbad Chamber reserves the right to approve or deny any club at its own discretion

- 10.** No club that directly interferes with the Carlsbad Chamber of Commerce's growth, strategic plan, or goals will be permitted
- 11.** To avoid impropriety and neutrality while advocating fairly for its members, political clubs are not permitted at the Carlsbad Chamber of Commerce
- 12.** Any club directly formed to promote hate, discrimination, or bigotry, or act in a manner inconsistent with Chamber's values, will not be permitted
- 13.** A club that does not retain an average of 5 members may be dissolved by the Carlsbad Chamber at its discretion
- 14.** Clubs that are inactive may be dissolved by the Carlsbad Chamber at its discretion
- 15.** Clubs or individuals within them that violate local, state, or federal laws may be subject to loss of membership, dissolution of the club, and or legal action where prohibited and applicable
- 16.** Carlsbad Chamber is not responsible for the actions of clubs or their members
- 17.** Carlsbad Chamber reserve the right to remove any member, whether in a leadership position or not, from a club at its sole discretion
- 18.** Clubs that wish to engage in any financial matters regarding their club must have it approved by the Carlsbad Chamber before taking any action and all financial data must be provided to the Carlsbad Chamber of Commerce regularly and for audit
- 19.** Clubs may not charge dues to their members. Clubs may collect fees needed for certain activities, which will be overseen by the Carlsbad Chamber
- 20.** If a director leaves the Chamber, they do not have the right to continue running the club as its director or attempt to "hijack" the club or its members into continuing in some other fashion outside of the Chamber of Commerce
- 21.** Clubs may invite non chamber member guests to attend up to two of their club meetings and or events
- 22.** Directors of clubs are responsible for regularly turning in updates and attendance records for their meetings and events
- 23.** The Carlsbad Chamber of Commerce reserves the right to change these conditions from time to time as it sees fit and will provide notice when doing so.
- 24.** Carlsbad Chamber of Commerce is not liable for any actions regarding its clubs' meetings, events, actions, or membership and you agree to hold harmless and indemnify the Chamber of all responsibility in the operation of your club, including negligence or direct harm.
- 25.** Failure to comply with Carlsbad Chamber of Commerce's terms and conditions for clubs may result in a club being denied, dissolved, or altered by the Carlsbad Chamber at its sole discretion.